



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, 551ST SIGNAL BATTALION
BLDG 25605 BARNES AVENUE
FORT GORDON, GEORGIA 30905

ATZH-TBB

1 October 2016

MEMORANDUM FOR All 551st Signal Battalion Soldiers and Civilians

SUBJECT: Policy Memorandum No. 2 – Open Door Policy

1. References:

- a. AR 600-20 Army Command Policy, chapter 2, paragraph 2, 6 November 2014
- b. 15th Regimental Signal Brigade Policy No.1 - Commander's Open Door Policy, 11 May 2015

2. My door is open to anyone in the Battalion that would like to see me.

3. The chain of command should be used whenever possible to deal with issues and concerns. I charge all leaders with the responsibility of taking care of Soldiers and Civilians. If the issues persist then leaders will coordinate with the battalion Command Sergeant Major and/or the Battalion Executive Officer to schedule an appointment with me.

4. The point of contact for this memorandum is the undersigned at alton.j.johnson4.mil@mail.mil or (706) 791-6205.


ALTON J. JOHNSON
LTC, SC
Commanding